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ABSTRACT

This booklet was created to help students present their 4-H projects in the foods area. The guide contains information on making presentations, including the following: types of presentations, how to find and develop an idea, using visual aids, planning the work area for food demonstrations, equipment needed, preparing to give the demonstration, and tips on giving the presentation. An evaluation sheet for judges to use in scoring food presentations is also included in the booklet. (KC)

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College of Agricultural Sciences • Cooperative Extension

ED 379 504

4-H Food Presentations

When you learn something new and exciting about foods and nutrition, you want to share it! And the best way to share the information is to show someone how to do something. In this booklet, we give you some helpful hints.

There are three main types of presentations: speeches, illustrated talks, and demonstrations.

- Speech—usually given without illustrations, visual aids, or posters.
- Illustrated talk—a speech that combines speaking with visual aids, such as charts, posters, or models.
- Demonstration—makes use of actual equipment and materials to show how to do something.

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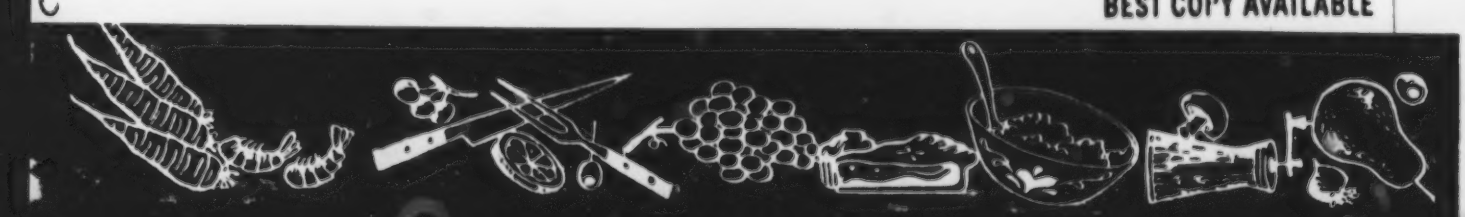
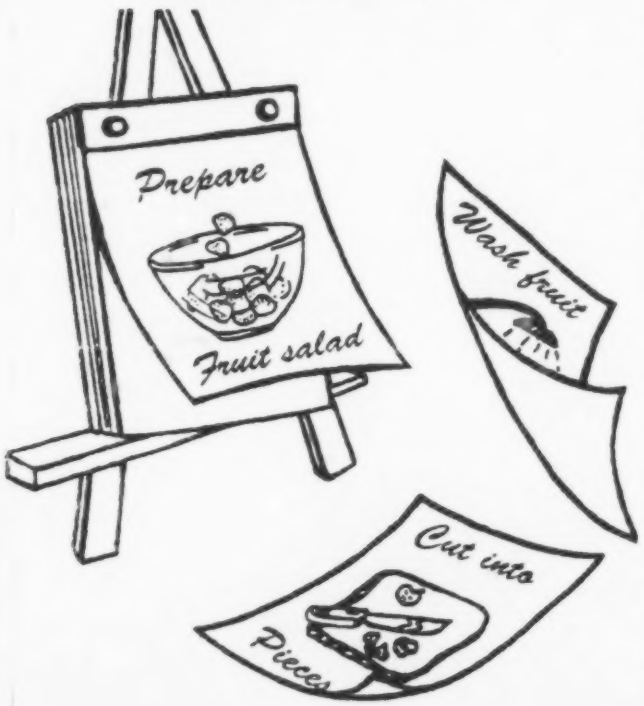


Demonstration Tips



Finding an Idea

Are ideas hard to find? Think about what your audience wants to know. Maybe it's something you know a lot about. If the idea is interesting to you, you will be more excited about it. You will also try to find out as much as you can about it.

"Narrow" your topic as much as possible. Remember, you can probably talk five minutes or more on something as simple as opening a can of tomato juice!

Demonstrating a recipe is a good way to present your ideas. Choose a recipe that looks and tastes good, and is good for you! Choose one that can be demonstrated in the time you are given and with the equipment you already have. If the ingredients are low in cost and easy to find, that's helpful, too.

What to Say

As you plan, try to answer these questions:

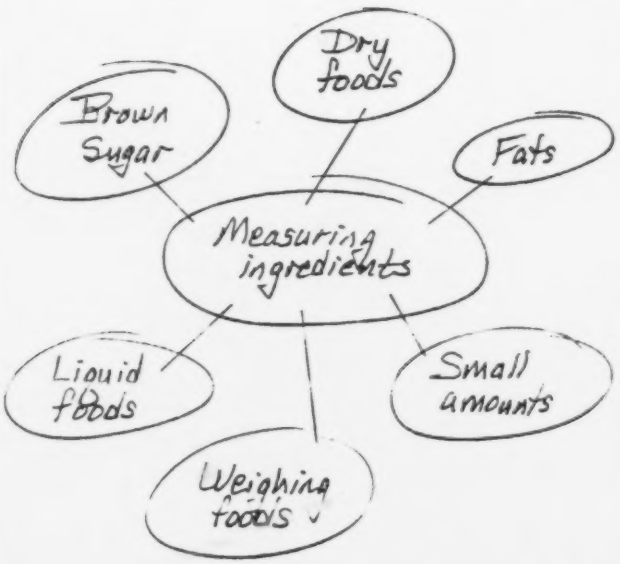
- What is the main idea I want to get across?
- How long will my presentation last?
- What visuals will help me get my main idea across?

First, write down what you know about your topic. You may want to draw a picture circle of ideas that just come into your head. This is called brainstorming. It is done very quickly.

Look at your circles and connect the ideas that seem to go together.

Next, think about what you'd like to tell your audience. List your ideas and write down places to find the information you need to know. Don't forget to look for answers at your local library and even in your project book!

Plan a few extra things to say in case it takes longer to prepare the recipe than you thought, or in case you're going to show one skill that will take a lot of time.



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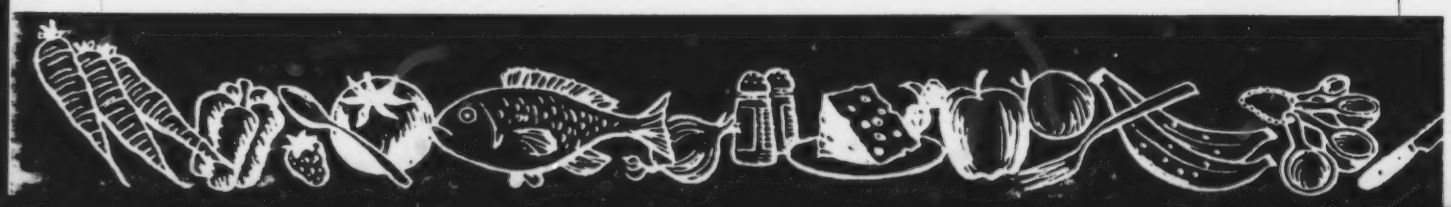

Sharing the Best Way Possible

Now that you've gathered more information, look at your circles again and organize the ideas to interest the audience and to help them learn from you. Most presentations can be divided into three parts: the introduction, the body, and the conclusion.

In the introduction, introduce yourself and your topic. You want to create interest in your topic. Start out with something like, "Did you know you can save $5.00 by making a pudding mix at home?" This is better than, "Today I am going to talk about pudding."

In the body of the presentation, expand your ideas as much as you can in the time available. Keep audience interest by clearly explaining the information. Giving or showing examples is very important.

In the conclusion, remind the audience of the things you want them to remember the most. Even attentive listeners will let their minds wander from time to time. This is your chance to get them back "on track." Remember, reviewing a recipe or a list of steps is NOT a conclusion. Sum up the main ideas in a few short sentences. The conclusion can be the most important part of your presentation!

Ask for questions. Relax and answer the questions the best you can. If you don't know an answer, tell the audience so and give them a source of information (a person, book, or other information) they might check. If your audience is large, repeat the question for everyone to hear before answering. This will allow everyone to know what question was asked. It will also give you time to think of something to say before answering!

If many people want to ask questions and time is limited, answer as many as possible. Then tell the audience you'll answer one more and will make yourself available at a certain place for a certain amount of time. If you are being judged on your speaking skills, the judges will ask most, if not all, of the questions.

Visuals

A good way to share information is to use posters or a flip chart. These visual aids also help you remember where you are in your presentation. Visuals take time to prepare, so keep them simple—just a few words and maybe a picture, chart, or graph is best. Lettering should be fairly plain. Use a dark color on a light background. Keep the number of different colors in a visual to three at the very most.

Be neat and plan ahead so the letters aren't crowded on one side or the other. Stencils or stick-on letters may help you.

Likely you'll need posters or a flip chart giving:

1. the title of your presentation,
2. the main points of your presentation (for your introduction),
3. a recipe or information on the skill you want to teach, and
4. a repeat of the main points (for your conclusion).

Four or five posters are easiest to handle.

You can make posters with 28-by-22-inch sheets of posterboard. But be careful that they aren't too floppy on the easel. Choose a size that is easy to handle and that allows you to use large, easily read lettering.

Keep in mind that you don't have to put the entire recipe on a poster. The main ingredients and a few steps are enough. You can print or photocopy the actual recipe for your audience to take home with them.

Besides posterboard, you can also think about using overlays of plastic or flannel boards for your visuals. Models and actual materials are considered visuals, too.

Practice with all your visuals so that you can use everything easily. Make a checklist of visuals, ingredients, and equipment that you'll need for your presentation. A good list will save you many anxious moments and last-minute trips to the store!

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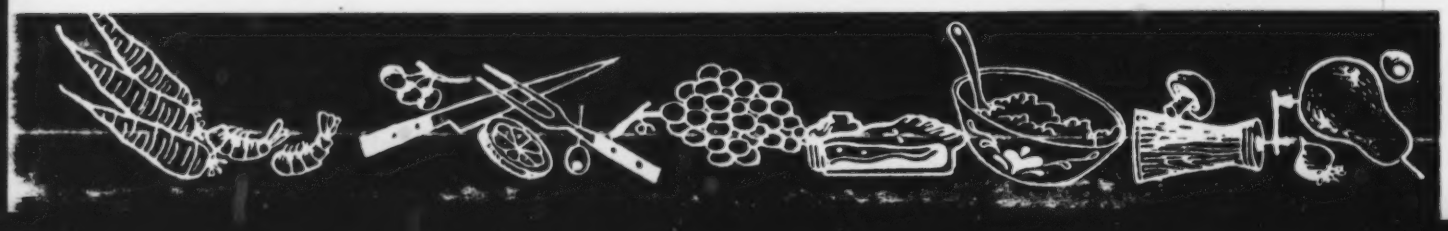


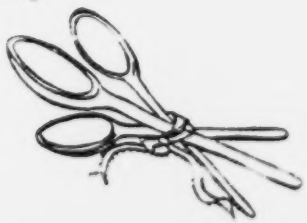
Demonstration Tips

- Use standard utensils and techniques for measuring.
- Measure over the tray—not over the mixing bowl.

- Leave bowls on the table for beating, stirring, and mixing.
- Use clear bowls so audience can see.

- When transferring a mixture to another container, hold the mixing bowl on palm of hand with fingertips up and around the side. Keep the elbow close to the body so it is steady and the contents of the bowl can be moved easily.
- Scrape bowls thoroughly with a rubber spatula

- Use wooden spoons for stirring and mixing.



Planning the Work Area

To speed up the time it will take to give your presentation, measure out ingredients ahead of time unless there is a certain food you want to show or your demonstration is about measuring. If you measure, do so over a sheet of waxed paper or in a separate container.

Cover brand names of ingredients with tape or a paper label. Write the amount of the ingredient you'll be using on the label for easy reference.

Set up trays to hold ingredients for each step in your recipe—one tray to hold foods to be put into a mixture on one side of you and one tray to hold the cups, spoons, and leftover foods after measuring on the other side. This will keep your work organized and you won't forget to add something in the middle of your presentation.

Tape a small paper or plastic bag on the edge of the table next to you to discard things like eggshells. This will keep your work area and trays tidy.

Equipment

Glass bowls and liquid measures are helpful so that your audience can see what is happening. An overhead mirror is great, but one is not always available. If there is no mirror, you'll need to be extra careful not to set any items between the preparation area and the audience.

Keep a damp cloth or wet towel handy to wipe up spills or clean sticky fingers. Have another damp cloth or towel to put under cutting boards or bowls to prevent slipping and keep mixer noise down. Don't forget potholders!

A knife or spatula to crack eggs gives you better control. Open the eggs into a separate cup or bowl and check to make sure they're good before adding to the mixture.

Wooden spoons are good for mixing and stirring. They keep noise down. Short-handled wooden spoons are often the easiest to use.

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Use a cutting board for chopping. If you have both meat and other ingredients, use two different cutting boards. Place your food flat to the board to prevent slipping and, if possible, place your palm perpendicular to the top of the knife blade to avoid cutting yourself.

Use a rubber scraper to remove all the food from a container.

Spoons, tongs, or plastic gloves are helpful to transfer food from one place to another.

Keep a glass of water handy to sip if your throat should get dry.

Prepare Yourself!

Be neat and clean. Your hair should be kept back with a band, cap, or hair net. Your hands and fingernails should be clean and your clothing covered with a clean apron, uniform, or white lab coat when you are preparing a recipe. Shoes should be comfortable and neat.

Avoid wearing distracting jewelry or overpowering makeup.

If you are traveling to give your presentation, keep a checklist of clothing items you'll need and prepare ahead with a few extra items.

Practice, Practice, Practice

Practicing will help you give a smooth presentation and will help you think of things to say to your audience. It will also help you think of things you are not quite sure about so you can be ready before your presentation.

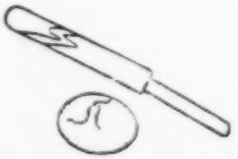
Practice alone at first. Then practice in front of a mirror or with a tape recorder. Finally, give your presentation in front of family and friends. Ask for their helpful suggestions afterwards.

Prepare notecards or an outline. Practice enough so that you only need to refer to your notecards once in awhile. Number your notecards and put a small ring through them to keep them together if you drop them. Put a picture of a smiling face on a few note cards to remind you to smile!

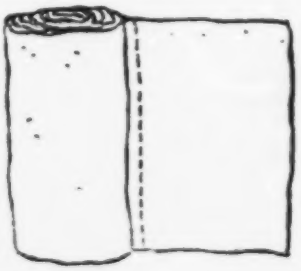
Demonstration Tips

- If eggs are to be removed from the shells during the demonstration, have extras in case an accident should occur.
- Break egg into cup before adding.

- Never break eggs on the side of the bowl. Use a knife or spatula to crack each egg. Put each egg into a cup to check it before adding to new ingredients.



- Keep a damp cloth or paper towel handy for spills or to wipe hands.



- Try not to crumble wax paper or foil during presentation.

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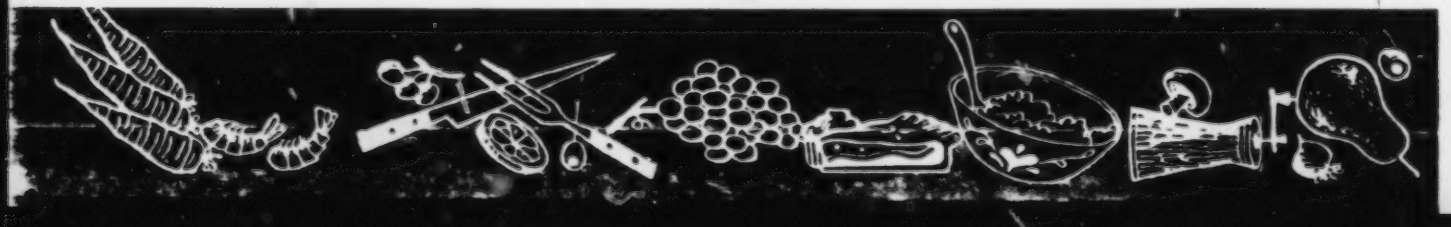
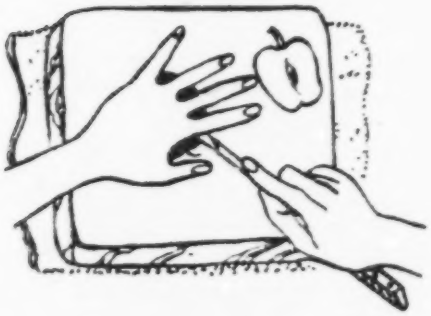
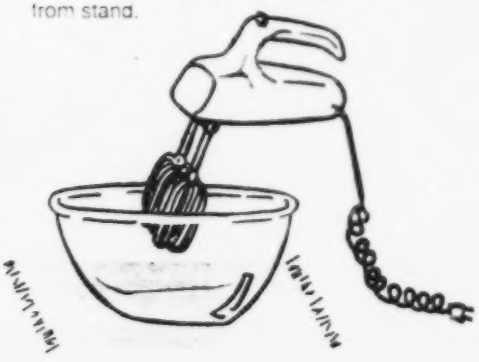


Demonstration Tips

- Do chopping on a cutting board.
- Use a damp cloth or towel under cutting boards, bread boards, and bowls to keep them from slipping.
- Place food flat to the board and hand perpendicular to the knife.



- When using an electric mixer or blender, place one thickness of towel beneath the appliance to deaden noise.
- When using a mixer, remove soiled beaters to tray before removing bowl from stand.



- Use a wire whisk when excess beating is not required.

- Avoid transferring from one hand to another.
- Learn to use both hands to save time and steps.
- Keep fingers away from hair and face.

Giving the Presentation

Before you start, take a deep breath and smile. This will relax you. Make sure things are set up the way you want them: posters are right side up, equipment is plugged in, jar or bottle tops are unscrewed, and paper inserts are removed from products like catsup, peanut butter, and molasses.

If someone is helping with your presentation, be sure to introduce him or her at the same time you introduce yourself.

Present your ideas and smile often. Be sure the audience sees everything and each step is explained. Don't forget the conclusion. Then clear away any foods or equipment, wipe the table, and present your final product with pride. Serve a sample of the recipe to the judges. Answer questions and hand out recipes for the audience to take home.

Be sure your exit is smooth. Gather and remove all materials quickly and neatly. Be careful not to overstack dishes and watch your step so you don't trip or drop anything.

Here are some additional tips about making foods presentations:

- The unexpected can and will happen! The power can go out. The room may be too cold or the weather may be such that the pastry or bread won't roll out properly. Strong lights may melt or change the ingredients. Plan ahead. Bring extra ingredients. If you aren't able to finish, explain what is happening, tell the audience what they can do to complete the product, and end the presentation the best you can.
- If someone is very disruptive, stop the presentation and wait for the interruption to pass.
- If you lose your place while giving a presentation, stop and collect your thoughts: think about what you've just said and what you want to tell the audience. If you feel scared, pause for a few seconds and take a deep breath. Take another deep breath and smile. This will not take away from your presentation.

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Planning Your Demonstration

1. Review your project and other information sources for ideas.
2. Decide on something you would like to share with others.
3. Discuss or brainstorm with others to get new ideas and to narrow your topic.
4. Narrow your topic to fit the time allowed.
5. Research and study your topic. Learn about the nutritional content of the foods you are using and how to plan meals based on nutritional content. Read about any controversial issues.
6. Decide what kind of presentation you want to give.
7. Put together an outline.
8. Write a list of things you need and in what order.
9. Practice your presentation by yourself and in front of others.
10. Get their ideas.
11. Decide on a title.
12. Create posters or other visuals, if needed.
13. Practice . . . practice . . . practice.
14. Revise your ideas, if necessary.
15. Give presentation!
16. Present final product.
17. Sum up the most important points you want the audience to remember.
18. Ask for questions.

Your Conclusion

The conclusion is one of the most important parts of your presentation. Sum up the main ideas you want your audience to remember. This is more than a summary of the recipe itself. Tell the audience the purpose of the presentation, why it is important, one or two important facts, and how they can use the information.

Evaluation

If you are giving a presentation in front of a judge, he or she will evaluate you on a score card like the one provided on the 4-H Presentation Score Sheet enclosed. You will find it helpful to use the score card as you plan your demonstration. Judges will offer helpful criticism and encouragement. Think about their suggestions and use these to help you give your next presentation. Also consult your county extension office for more information about presentations.

Prepared by Jan Scholl, assistant professor of agricultural and extension education.

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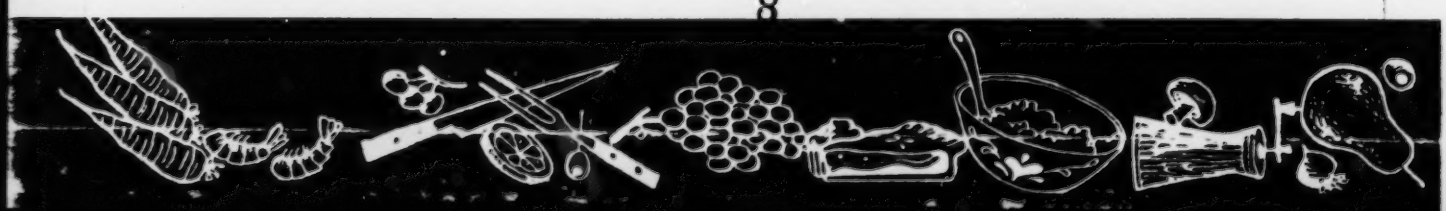

4-H Presentation Score Sheet

Category _____
Room _____
Award _____

Presenter(s) _____ County _____ Age, Jan. 1, current year _____

_____ _____ Age, Jan. 1, current year _____

_____ _____ Age, Jan. 1, current year _____

Title of presentation (or illustrated talk) _____

	POSSIBLE SCORE	JUDGES' SCORE	COMMENTS
Introduction—interesting, short, complete, original	5%		
Topic—practical, related to project or activity	5%		
Appearance—appropriate dress, well-groomed, good posture	10%		
Voice—good grammar and vocabulary	10%		
Presenter—shows poise; uses time and material well; work and speech coordinated; workmanship—skillful and orderly. Shows originality.	30%		
Subject matter—information accurate, complete, usable; knows subject; emphasizes important points	20%		
Equipment—suitable; good charts, posters, or models	10%		
Summary—stresses important points; shows finished product, if possible; has definite closing; answers questions satisfactorily.	10%		
	100%		

Total score _____

Time: _____ minutes **Deduction** _____

Final score _____

Numerical Rating
90 – 100 Excellent (Blue)
80 – 89 Good (Red)
70 – 79 Worthy (White)

Judged by _____